Honorary Academic and Emeritus Professor Appointments Process and Guidelines

1. INTRODUCTION

1.1 Honorary Appointments

Honorary appointments are voluntary arrangements to recognise the regular and ongoing collaborations and contribution of individuals from other institutions, organisations and businesses, who are not UEA employees, to the teaching, research and other activities of the University.

The aim of the honorary appointment is to allow individuals to collaborate with academic and research staff at UEA and make a positive contribution to the work of the University. Typically, this arrangement allows Honorary Appointees to access to some University facilities to further their own research, collaborate on joint research, or contribute to learning and teaching at the University, to the mutual benefit of both themselves and UEA. The conferment of an honorary title also allows access to the University's Library Services and IT Services.

It is expected that staff working at Norwich Bioscience Institutes (John Innes Centre, Quadram Institute, Earlham Institute and Sainsbury Laboratory) or the Norfolk & Norwich University Hospital who either are primary or secondary supervisor to postgraduate research students where UEA is the degree awarding body, or who undertake significant teaching for UEA, would be eligible for Honorary status **– the process outlined in Appendix 2 should be followed for these appointments**

An honorary appointment is not a contract of employment and does not create an employment relationship with the University. Honorary Appointees will not receive any remuneration for work they undertake in their honorary capacity but may, however, undertake separate paid ad hoc work which is not directly related to their honorary appointment.

Should the holder of an honorary appointment accept a remunerated post within the University (on either a contracted or non-contracted basis), the honorary title will be withdrawn.

Where an honorary appointment is no longer required, please inform the Reward & Career Enablement Team at Reward@uea.ac.uk.

1.2 Emeritus Professors

Professors who are retiring from the University of East Anglia (UEA) after a distinguished career and service are recognised for their contributions. There are no expectations of work. However, the Emeritus Professor may choose to remain involved in the University's development on a voluntary basis.

The Emeritus Professor title is not intended for individuals leaving UEA and who intend to carry on working in academia. However, Emeritus Professors are not precluded from taking up paid employment on fractional contracts at UEA, or at another HEI following retirement (e.g. on research projects).

1.3 Honorary and Emeritus titles

All Honorary and Emeritus titles must be conferred in line with the titles and criteria outlined in **Appendix 1**. There should be no deviation from the titles listed.

1.4 Exclusions

This guidance does not apply to Honorary staff who are jointly employed Clinical Academics (substantively employed by a partner NHS Trust and holding an honorary contract with UEA to carry out the full remit of the duties of their substantive appointment), and are separate from the honorary academic NHS contracts issued to NHS employees who undertake teaching or research as part of their substantive employment contract.

These staff will have different arrangements governing their association with UEA. Please contact your Human Resources Business Partner about arrangements relating to these appointments.

Academics or Researchers who are visiting the University, but do not qualify for an honorary title, are not covered under this policy. Please refer to your School visitor process for such cases, and to the Visitor Visa process for visitors from overseas who are defined as a visa national, available at:
https://my.uea.ac.uk/departments/resourcing-reward-performance/resourcing/visas-and-immigration/visitor-visa.

Honorary appointments should not be used as a means of providing visitors with access to University facilities such as email, library, or buildings and car parks. Please refer to the Visitor IT Accounts process for this type of access, available at: https://my.uea.ac.uk/divisions/it-and-computing-services/service-catalogue/user-access-services/visitor-it-accounts

Honorary Degrees and Honorary Fellowships are not covered in this procedure.

2. GENERAL PROCEDURES

2.1 Outline of process

The Honorary Appointments and, from academic year 2024/25, the Emeritus Professor Appointments process operates within the University's promotions round. Invitations for nominations are incorporated into the annual Promotions Committee Circulars.

All cases for submission can be considered at either the Autumn or Summer meeting of the School Promotions Committee.

The School Promotions Committee will:

(a) consider cases and provide approval for cases for honorary appointments below Professorial level and;
(b) consider cases and provide recommendations for Honorary Professorial appointments, for discussion and final approval at the Faculty Promotions Committee, and;
(c) consider cases and provide recommendations for Emeritus Professor appointments, for discussion and approval at the Faculty Promotions Committee.

(a) Honorary Appointments and Promotions

The Assessment Framework in Appendix A of the Academic Progressions Handbook or, for Research staff, the 'Eligibility Requirements' outlined in the Research Staff Promotions Handbook, should be used as a benchmark for deciding the appropriate level of Honorary Appointment.

The criteria listed in both documents should not be used as a checklist, but as guidance in conjunction with the information in **Appendix 1 – Honorary, Emeritus, and Visitor titles – from Academic Year 2024/25.**

Honorary Appointments may be considered for individuals who are not academics or researchers but work in professional practice, industry, or other fields. In such cases, the experience, skills, and professional qualifications of the candidate should be commensurate to the level of appointment being sought.

Approval Process

Case(s) are discussed at School Promotions Committee - new cases, promotions (including promotion and appointment to Honorary Professor), and renewals post 31st July each year

When recommending new cases, Heads of School are asked to provide:

- a copy of the individual's full CV;
- a Head of School statement of the case on behalf of the School's Promotions Committee, making clear the School support and setting out the contribution and qualifications of the candidate.

For Honorary Professors, recommendations from the School Promotions Committee should be submitted to the Reward & Career Enablement Team at reward@uea.ac.uk by the circulated committee deadline, for discussion at the Faculty Promotions Committee and final approval at the University Promotions Committee.

Where an individual already holds a Professorial appointment elsewhere (either substantive or honorary) and the same honorary grade is being sought at UEA, it is categorised and offered to the individual as an 'appointment' as opposed to a 'promotion'.

For Honorary Appointments below Professor, the Head of School makes the recommendation and sends supporting documents to the Reward and Career

Enablement Team.

Supported cases are reported by the School to the Faculty and University Promotions Committees.

The Reward & Career Enablement Team confirms the Honorary Appointment in writing to those whose cases have been supported to offer the appropriate appointment.

All appointments are offered for an initial three-year period.

(b) Renewal of Honorary Appointments

Renewal of the Honorary Appointment is not automatic. School recommendation for three-yearly approval is sought thereafter by the Reward & Career Enablement Team.

The Head of School must evaluate whether the appointment is still required and notify the Reward & Career Enablement Team of their intention to renew. The request should include a brief summary of the rationale for renewal and the Head of School should ensure the individual's contact details are up-to-date.

The appointment lapses at the end of the current three-year period in cases where the School no longer wishes to continue the Honorary association, and the Head of School will contact the Honorary appointee to thank them for their contribution.

(c) Emeritus Professor Appointments

For Emeritus Professor appointments, School and Faculty Promotions Committees should consider the nominee's contributions to the life and work of the University when deciding on the award of the title.

Approval process

Case(s) discussed at School Promotions Committee.

When recommending each case, Heads of School are asked to provide:

- A full CV of the individual
- A Head of School supporting statement, on behalf of the School Promotions Committee, which details what future contribution the individual intends to make to the University.

Recommendations should be submitted to the Reward & Career Enablement Team at reward@uea.ac.uk by the deadline outlined in the annual Promotions Committee Circulars.

Cases go forward for discussion and approval at the Faculty Promotions Committee and are ratified at the University Promotions Committee.

The Reward & Career Enablement Team notifies the recipients of the outcome.

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Appendix 1

Honorary, Emeritus, and Visitor titles – from Academic Year 2024/25

Emeritus Professor

Professors who are retiring from the University of East Anglia (UEA) after a distinguished career and service are recognised for their contributions. The University expects that they will continue to support and contribute to the Institution in the future.

The title Emeritus Professor will allow the retiring Professor to maintain their IT and Library access, but does not confer any rights to free car parking or an office or desk space.

Contribution to UEA	Process to award	Further Information
No expectations of work. However, may choose to remain involved in the University's development on a voluntary basis. Typical activity may include, but is not limited to: o acting as an ambassador for the University; o contributing to and supporting a School or Faculty's achievement of its academic strategic direction and future development o acting as a 'critical friend' for the REF and other School/Faculty initiatives. o Mentoring/coaching staff/students o Supervising existing research students informally	Schools are invited by People and Culture Division (PCD) to make annual nominations. Nominations should be made via the Head of School to the Faculty Promotions Committee and will then be considered at the University Promotions Committee. PCD then notifies recipients of the outcomes. Nominations should include: a) A full CV of the individual b) A supporting statement which details what future contribution the individual intends to make to the University. Emeritus Professor title conferred on retirement from UEA.	Emeritus status does not prevent a Professor being paid for any occasional work they are invited to do by their school (any payment would be on terms made in agreement with the school and individual). Emeritus Professors should use the title "Emeritus Professor" in any correspondence or website or other forms of communications so that the audience Is clear that their association with the University is honorary. Emeritus Professors should exercise care in their use of the title Emeritus Professor when making public statements since they are not authorised to speak on behalf of the University. Emeritus Professor status does not confer any entitlement to serve on any University Body or to exercise any administrative or executive function.

Honorary

An honorary title that recognises the regular and ongoing collaborations and contribution of individuals from other institutions, organisations, and businesses to the teaching, research or other activities of the University.

An Honorary Appointment is not a contract of employment and does not create an employment relationship with the University. Honorary Appointees will not receive any remuneration for work they undertake in their honorary capacity but may, however, undertake separate paid *ad hoc* work which is not directly related to their honorary appointment.

The conferment of an honorary title allows access to the University's Library Services and IT Services, but does not confer any rights to free car parking or an office or desk space.

Title and contribution to the University should reflect level of academic expertise commensurate with the expected standards set out in Appendix A: Assessment Framework of the Academic Progressions Handbook or expertise commensurate with the expected standards set out in the Research Staff Promotions Handbook.

Title	Contribution to UEA	Process to award
Honorary Professor*	Honorary Appointees will proactively engage in collaboration with UEA colleagues to make a positive contribution to the University. It is the expectation that Honorary Appointees will affiliate their publications with UEA. Where appropriate Honorary Appointees should seek co-authorship with UEA colleagues. Typically, this arrangement allows Honorary Appointees to access to some University facilities to further their own research, collaborate on joint research, or contribute to learning and teaching at the University, to the mutual benefit of both themselves and UEA.	Cases setting out the contribution and qualifications of candidates will be discussed at either the Autumn or Summer School Promotions Committees. Recommendations put forward, by Heads of School, to the Faculty Promotions Committee for final approval at the University Promotions Committee. PCD confirms outcome following University Promotions Committee approval. Tenure of appointment is 3 years.
Honorary Associate Professor* Honorary Fellow* (Research or Teaching)	For Honorary academic appointments below the level of Professor. Honorary Appointees will proactively engage in	Cases setting out the contribution and qualifications of candidates will be discussed at either the Autumn or Summer School Promotions Committees.

	collaboration with UEA colleagues to make a positive contribution to the University. Contribute to teaching, for example, may deliver specific lectures as mutually planned and agreed with School. It is the expectation that Honorary Appointees will affiliate their publications with UEA. Where appropriate Honorary Appointees should seek co-authorship with UEA colleagues. Typically, this arrangement allows Honorary Appointees to access to some University facilities to contribute to learning and teaching at the University, to the mutual benefit of both themselves and UEA.	Head of School makes recommendation and sends supporting documents to PCD who will confirm outcome. Supported cases are reported to Faculty and University Promotions Committees. Tenure of appointment is 3 years.

*in FMH where the appointee is medically qualified, the word ‘Clinical’ can be added to the titles, (e.g. Honorary Clinical Professor, Honorary Clinical Associate Professor, Honorary Clinical Fellow)

Visitors

Academics visiting the University to enhance a mutually beneficial relationship where an academic may visit for a semester from another University. Appointments are unpaid. Visitor IT and campus access information can be found at: Visitor IT Accounts (uea.ac.uk)

The Visitor Visa process for visitors from overseas who are defined as a visa national should be checked before appointment, available at: https://my.uea.ac.uk/departments/resourcing-reward-performance/resourcing/visas-and-immigration/visitor-visa

Title	Expected contribution to UEA	Process to award
Visiting Professor	Normally for those holding, or recently retired from, a professorial position at another University. To be used to mark a School's association with academics who make an occasional contribution to the academic work of the School (e.g., industry-based scientists). May deliver keynote speeches or lectures on mutually planned and agreed topics.	Schools make the offer directly to the individual using the agreed School Visitor process. These will be on a fixed term basis for up to a maximum of 3 years.
Visiting Fellow	For academics visiting the University to enhance a mutually beneficial relationship (e.g., a mutually beneficial research relationship where an academic might visit for a semester from another University). May deliver keynote speeches or lectures on mutually planned and agreed topics. Can also be used where the criteria for other Honorary titles does not apply.	Schools make the offer directly to the individual using the agreed School Visitor process.

Appendix 2 – NBI Postgraduate Supervisors Honorary Appointments Process

1. INTRODUCTION

It is expected that staff working at Norwich Bioscience Institutes (John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory) or the Norfolk & Norwich University Hospital who either are primary or secondary supervisor to postgraduate research students where UEA is the degree awarding body, or who undertake significant teaching for UEA, would be eligible for Honorary status.

2. GENERAL PROCEDURES

2.1 Outline of Process

All cases for submission will be considered at Doctoral College Executive meetings.

The Doctoral College Executive will:

(a) consider cases and provide approval for all NBI Postgraduate Supervisors for honorary appointment, including Honorary Professorial level.

(a) Honorary Appointments and Promotions

The Assessment Framework in Appendix A of the Academic Progressions Handbook or, for Research staff, the 'Eligibility Requirements' outlined in the Research Staff Promotions Handbook, should be used as a benchmark for deciding the appropriate level of Honorary Appointment.

The criteria listed in both documents should not be used as a checklist, but as guidance in conjunction with the information in **Appendix 1 – Honorary, Emeritus, and Visitor titles – from Academic Year 2024/25.**

UEA Honorary titles outlined in Appendix 1 will normally be assigned as outlined below:

Institute Grade/title	UEA honorary title
NBI SC5/BBSRC Band E	Honorary Assistant Professor
NBI SC4/BBSRC Band F	Honorary Assistant Professor
NBI SC3/BBSRC Band G	Honorary Associate Professor
Professor	Honorary Professor

Approval Process

Cases are discussed at Doctoral College Executive meetings; this includes new cases, promotions (including promotion and appointment to Honorary Professor), and renewals post 31st July each year.

The Associate Pro-Vice-Chancellor Doctoral College will approve cases on behalf of executive.

When recommending new cases, the PGR Programme Management Team will receive and collate documentation on behalf of NBI partners and will share this with the UEA Reward and Career Enablement Team after the Executive Meeting via a shared One:drive folder, sending an email notification to reward@uea.ac.uk when documents are added. This will include:

- a copy of the individual's full CV;
- a completed coversheet, signed by the Associate Pro-Vice-Chancellor Doctoral College giving approval on behalf of the Executive.

Where an individual already holds a Professorial appointment elsewhere (either substantive or honorary) and the same honorary grade is being sought at UEA, it is categorised and offered to the individual as an 'appointment' as opposed to a 'promotion'.

All appointments are offered for an initial five-year period.

The Reward and Career Enablement Team notifies the recipients of the outcome, copied to the PGR Programme Management Team.

Access to UEA E-vision reporting systems is a requirement for NBI supervisors. If Honorary appointment status is not accepted by the NBI supervisor there are alternative routes available via the standard UEA Honorary Academic and Emeritus Professor Appointments Process OR by applying for a Visitor IT account. Either of these routes will be the responsibly each individual supervisor to ensure monthly reporting of NBI PGR student engagement.

(b) Renewal of Honorary Appointments

Renewal of the Honorary Appointment is not automatic. Doctoral College Executive approval for 5-yearly approval is sought thereafter by the Reward & Career Enablement Team by correspondence with the PGR Programme Management Team.

The APVC Doctoral College must evaluate whether the appointment is still required and notify the PGR Programme Management Team of their intention to renew. The request should include a brief summary of the rationale for renewal and forward this to the Reward & Career Enablement Team. The APVC should also ensure the individual's contact details are up-to-date.

The appointment lapses at the end of the current five-year period in cases where the Doctoral College Executive no longer wishes to continue the Honorary association,

and the APVC Doctoral College will contact the Honorary appointee to thank them for their contribution.

The Reward and Career Enablement Team notifies the recipients of the outcome, copied to the Doctoral College Executive administrator.

Procedure for Issuing Invitations to Business, Academic and Research Visitors from overseas

1.0 Introduction

Individuals who are defined as a visa national under Appendix Visitor: Visa national list must obtain permission to enter as a visitor before they arrive in the UK.

A non-visa national can normally seek permission on arrival in the UK. EU, EEA and Swiss nationals will be treated as non-visa nationals. Immigration rules are complex and subject to change and the Staff Visa Compliance team must be informed of visits at the earliest possible stage to ensure letters of invitation reflect the purpose of the visit and that the University complies with immigration and right to work obligations.

A separate procedure is available for visitors who are academics, scientists or researchers filling a temporary research post on a formal UEA research project working under the control of the University, or taking up a formally awarded UEA research fellowship. These cases are likely to require sponsorship under a Government Authorised Exchange visa and should be referred to the Staff Visa Compliance team for advice on sponsorship and appointment processes.

2.0 Visits covered by this procedure

This procedure relates to individuals of all nationalities, with the exception of British and Irish, who wish to enter the UK and visit the University to undertake business activities, deliver teaching or lectures, pursue independent research or participate in formal research exchanges, whether paid or unpaid, except where:

2.1 The visitor is a student registered overseas and intends to pursue a short course of study or research linked to their study overseas. These cases should be referred to the PGR Office or the Student Visa Compliance team for advice on the relevant process and visa;

2.2 The visitor is attending an interview, or a meeting, conference or seminar as a participant. In these cases the visitor may make their own visa arrangements, such as securing a standard visitor visa, using the invitation to interview letter or relevant joining instructions.

3.0 Process for issuing invitations

For all other visits, the following process should be followed:

3.1 Staff members wishing to host a visitor should first alert their School or Faculty Manager.

3.2 Individual members of staff must not issue any formal invitation or visa advice to prospective visitors as this may result in breaches of immigration regulations.

3.3 The relevant School or Faculty Manager should complete the attached form and forward to staff.visacompliance@uea.ac.uk.

3.4 The Staff Immigration Compliance Team will assess whether a suitable visa route exists and, if so, advise on the specific content of the invitation letter and the visa process.

3.5 The visitor will be responsible for arranging their visa, using the invitation letter provided.

3.6 Where required, the visitor will apply for an ATAS certificate and will not be permitted to undertake research in the UK until this has been granted.

3.7 On arrival in the UK, the relevant School or Faculty Manager should take a copy of the individual's visa and passport and keep this on file for the duration of the visit. If the individual required ATAS or a Permitted Paid Engagement visa, copies of these should be sent to the Staff Visa Compliance team.

3.8 The visitor is permitted to undertake the specific activities outlined in the formal invitation letter and must not undertake any additional activities unless the Staff Visa Compliance team confirms these are commensurate with the conditions of their visa.

Request to Issue Invitations to Academic and Research Visitors from overseas

Name of School hosting the visit:	
Name of School/Faculty Manager:	
Title of prospective visitor (Dr/Ms/Mrs/Mr etc)	
First name of prospective visitor:	
Surname of prospective visitor:	
Nationality:	
Is the visitor already in the UK?	
Name of current institution/employer:	
Current job title/position held:	
Email address:	
Contact telephone number:	
Expected start date of visit:	
Expected end date of visit:	

REASON FOR VISIT (PLEASE MARK AS APPROPRIATE):

1. Gather information and facts for a specific project which directly relates to their employment overseas.

2. Share knowledge or advise on an international project that is being led from the UK (provided the visitor is not carrying out research in the UK).

3. Take part in formal exchange arrangements with UK counterparts – this must be evidenced.

4. Carry out research for their own purposes if they are on sabbatical leave from their home institution.

5. Attend meetings, conferences or seminars.

6. Give a one-off or short series of talks and speeches (these must not be organised as commercial events or make a profit for the organiser).

7. Negotiate and sign deals and contracts.

8. Carry out site visits and inspections.

9. Gather information for their employment overseas.

10. Receive training in work practices and techniques which are required for the visitor's employment overseas and not available in their home country.

11. Permitted Paid Engagement where payment is permitted for:
    - An academic who is highly qualified within their field of expertise, coming to examine students and/or participate in or chair selection panels, and have been invited by a UK higher education institution, or a UK-based research or arts organisation as part of that institution or organisation's quality assurance processes.

    - An expert coming to give lectures in their subject area, where they have been invited by a higher education institution; or a UK-based

research or arts organisation, and this does not amount to filling a teaching position for the host organisation; 12. Other – please specify:
Full details of visit:
PLEASE NOTE: Visitors undertaking research at PhD level or above in certain fields will be required to obtain an **Academic Technology Approval Scheme (ATAS) certificate**. The ATAS requirement will apply for subjects listed in ATAS 4.1. Individuals from exempt nationalities listed at ATAS 3.1 will not have to apply. Visitors will need to obtain an ATAS certificate before beginning research activity in the UK, however they do not need to do so before they apply for a UK visa, where relevant, but they should obtain this before traveling.

Is an ATAS required? (please refer to guidance in box above, or email staff.visacompliance@uea.ac.uk if you are unsure if an ATAS is required)	
Details of funding to support visit:	
Name of UEA host or supervisor:	

Please give completed form to Head of School for approval:

I approve the above visit, subject to immigration requirements.

Signature _____ Name _____ Date _____

Please forward the completed form to staff.visacompliance@uea.ac.uk

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V1 Visitor Account Application

Application for temporary IT Account / Campus Card

University of East Anglia Norwich
IT and Computing Services

This form is to request IT access for visitors linked to, or visiting, the UEA in an academic or business capacity for a period of more than 28 days and up to a maximum of 3 years.

✓ **Guest Lecturers**
People visiting UEA in an academic capacity
Agency Staff
Employees of Partner Organisations

✗ **Staff paid by UEA Payroll**
Associate Tutors / Honorary Staff
Internships / Students / Learners

External Examiners – please submit the V2 External Examiner form.

PART 1 – Applicant Details (please complete ALL fields in BLOCK CAPITALS)

Account Renewal?	
Title:	
First Name:	
Last Name:	
Date of Birth:	
Gender:	
Home Address:	
Postcode:	
Phone number:	
Non-UEA email address:	

I confirm that I have read and agree to abide by the UEA Regulations for Acceptable Computing Use and Library Rules

Signature: _____ **Date:** _____

PART 2 – Role Details (please complete ALL fields in BLOCK CAPITALS)

UEA School/Department:		**Discipline:**	
Role at UEA:			
Start Date:		**End Date:**	

How we use your information

For details on how we process and store the information on this form please visit our website at: https://my.uea.ac.uk/divisions/it-and-computing-services/about/policies

Additional Security

Access to UEA systems requires the use of Multifactor Authentication as stipulated by section 5.3.4 on the University of East Anglia Regulations for Acceptable Computing Use. This must be setup on your first sign-in. Please refer to the University's guidance for setting up MFA for your account.

V1 Visitor Account Application

University of East Anglia Norwich
IT and Computing Services

Application for temporary IT Account / Campus Card

PART 3 – Services being requested (please select ONE of the following options)

☐ **Virtual Learning Environment (Blackboard Only)**
(provides an IT logon for Blackboard, but no email account, eduroam Wi-Fi, or any other additional services)
Any person not employed at UEA but requires access to Blackboard to collaborate on UEA projects/courses

☐ **IT Account**
(IT account, email address, Blackboard, and the online only version of Microsoft 365)
Any person who is independent from, but working with, UEA and ***will not be based on campus***

☐ **IT Account & Campus card with Library borrowing**
(all of the above plus a Campus card with Library borrowing, Wi-Fi, and the online only version of Microsoft 365)
Any person who is independent from, but working with, UEA and ***will be based on campus***

☐ **IT Account & Campus card with Library borrowing + A3 Microsoft 365 License**
(all of the above plus a chargeable license to install the desktop version of Microsoft 365 on a PC or Mac device)
Any person who is independent from, but working with, UEA and ***will be based on campus***

PART 4 – Applicant's Right to Work in the UK – Home Office Requirements

Is the applicant a British or Irish National? **Yes** ☐ **No** ☐

Will the applicant be physically coming to the UK, or will they only be using their IT access remotely and solely from overseas? **UK** ☐ **Non-UK** ☐

If the applicant is not a British or Irish national and will be physically coming to the UK, please submit confirmation of their immigration status and this application form to the Visa Compliance team for approval. Any queries relating to right to reside in the UK for non-student applicants can be sent to staff.visacompliance@uea.ac.uk; for queries relating to student applicants, please contact student.visacompliance@uea.ac.uk

Approved by Visa Compliance team ☐

Name:	
Job Title:	
Signature:	

PART 5 – Application approval from an Authorised Signatory on behalf of UEA

In signing this application, you are agreeing that…

- You are sponsoring this individual and are authorising that they have a legitimate business need to access UEA resources.
- You must inform the IT Service Desk if the applicant's role changes OR if the applicant leaves before the stated end date.
- If applications are found to have false/inaccurate details, ITCS reserves the right to withdraw the applicant's access and revoke the authorisation privileges of the signatory.
- The Discipline field is required to ensure applicants can access all necessary software. Any missing information may lead to delays in the associate account being created.

Applicant Details:

Faculty			
School/Department:		**Discipline:**	

Approved By:

Name:	
Job Title:	
Signature:	
Date:	

How to submit your application

Once Parts 1-5 have been completed, please upload to the IT Portal: https://itsupport.uea.ac.uk
Please only attach one form to each application.

Please ensure **all parts** of the form are completed **including all relevant approval**.
Any forms without sufficient authorisation will be automatically rejected.